

EK 3-7443

Approved For Release 1999/09/07 : CIA-RDP78-03568A000800040022-5
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Security Information

MEMORANDUM FOR: Deputy Director (Administration)

8 FEB 1953

SUBJECT : [REDACTED] T/O

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1. Forwarded herewith is the revised Table of Organization for the [REDACTED] as prepared by [REDACTED] and FED representatives and concurred in by the DD/P.

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2. The Office of Procurement and the Office of Comptroller have concurred in the proposed T/O organization and staffing pattern, as it relates to their areas of interest.

3. Classification and Wage Division has approved grade levels on two previous submissions; namely, [REDACTED] on the assumption that there would be substantially complete delegation of authority and decentralization of the activities involved. In view of the fact that specific delegations of responsibility have not finally been made with respect to either the operational or administrative support functions of the several organizational elements of [REDACTED] and in view of the staffing situation presently existing, it is recommended that the revised T/O be approved on an interim basis as presented, subject to the following conditions:

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a. That detailed position descriptions for the [REDACTED] positions be prepared and forwarded with appropriate recommendations by the [REDACTED] Personnel Officer within ninety days.

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b. That such descriptions, together with the final delegations of responsibility outlined as Tab E of the request, be reviewed by the Personnel Office to determine appropriate grade levels of the positions involved.

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c. That ~~no~~ promotion actions ~~be~~ processed during the interim period ~~except on an emergency basis in which~~ ~~event such requests would~~ include detailed job information and justification.

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[REDACTED]
Assistant Director (Personnel)

Approved (Disapproved),
exceptions, if any

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[REDACTED]
Assistant Deputy Director
(Administration)

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